

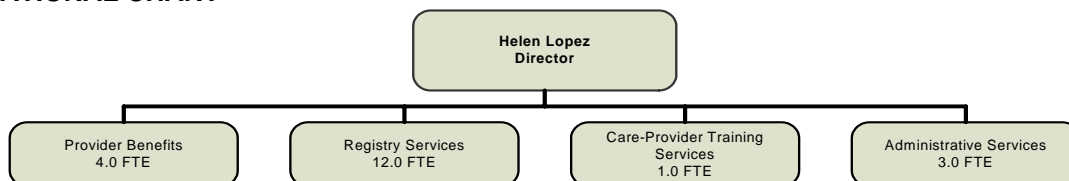
IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY

Helen Lopez

MISSION STATEMENT

The mission of the San Bernardino County In-Home Supportive Services (IHSS) Public Authority is to improve the availability and quality of IHSS and to eliminate barriers to providing assistance and choice for the aged and persons with disabilities who need support services to live independently and with dignity in the community.

ORGANIZATIONAL CHART



DESCRIPTION OF MAJOR SERVICES

The In-Home Supportive Services (IHSS) program was created in 1973 to serve elderly, blind, and/or disabled individuals who are not able to remain safely in their home without assistance. Section 12302.25 of the Welfare and Institutions Code (WIC) mandates that each county, on or before January 1, 2003, must act as, or establish, an employer of record for collective bargaining purposes for IHSS care providers. The IHSS Public Authority (PA) was established to comply with this mandate.

In addition to its role in collective bargaining, the IHSS PA is required by WIC to provide the following mandated services:

- Establish a registry of potential care providers
- Investigate the background and qualifications of potential care providers
- Refer potential care providers from the registry to IHSS consumers upon request
- Provide training for both IHSS care providers and consumers
- Perform other functions related to the delivery of IHSS as designated by the governing board

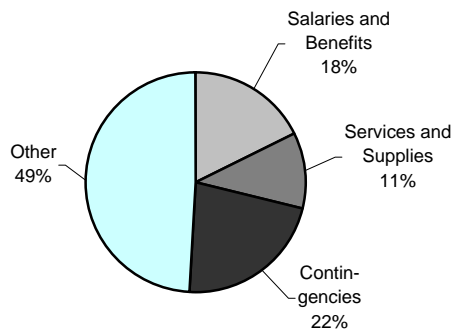
BUDGET AND WORKLOAD HISTORY

	Actual 2003-04	Budget 2004-05	Actual 2004-05	Budget 2005-06
Appropriation	878,910	5,055,697	3,962,137	6,093,920
Departmental Revenue	844,316	3,737,744	3,962,208	4,701,639
Fund Balance		1,317,953		1,392,281
Budgeted Staffing		18.0		21.0

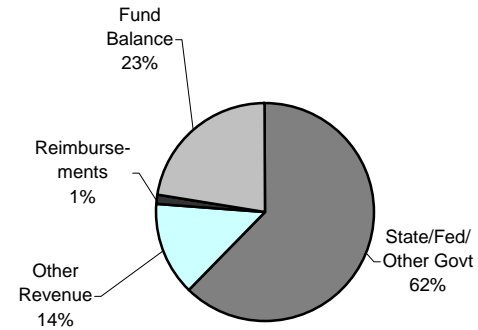
Pursuant to Section 29009 of the California Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budgeted. The amount not expended is carried over to the subsequent year's budget.



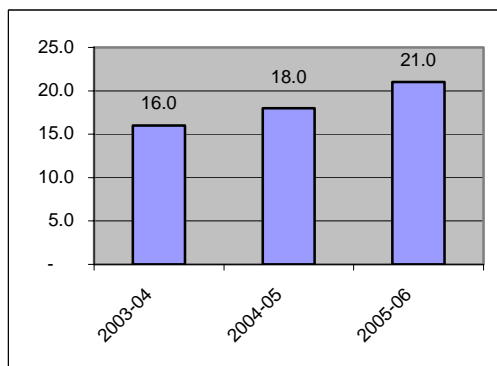
2005-06 BREAKDOWN BY EXPENDITURE AUTHORITY



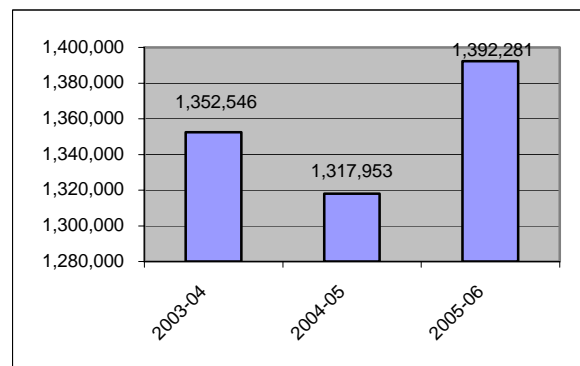
2005-06 BREAKDOWN BY FINANCING SOURCE



2005-06 STAFFING TREND CHART



2005-06 FUND BALANCE TREND CHART



GROUP: Other Agencies
DEPARTMENT: IHSS Public Authority
FUND: IHSS Public Authority

BUDGET UNIT: RHH 498 498
FUNCTION: IHSS
ACTIVITY: Public Authority

	2004-05 Actuals	2004-05 Final Budget	2005-06 Board Approved Base Budget	2005-06 Board Approved Changes to Base Budget	2005-06 Final Budget
Appropriation					
Salaries and Benefits	899,570	998,200	998,200	91,803	1,090,003
Services and Supplies	451,607	307,800	394,767	304,067	698,834
Central Computer	13,088	10,000	10,000	7,000	17,000
Other Charges	2,522,241	2,265,407	2,555,000	320,735	2,875,735
Transfers	81,762	121,744	121,744	29,858	151,602
Contingencies	-	1,352,546	1,352,546	-	1,352,546
Total Exp Authority	3,968,268	5,055,697	5,432,257	753,463	6,185,720
Reimbursements	(6,131)	-	-	(91,800)	(91,800)
Total Appropriation	3,962,137	5,055,697	5,432,257	661,663	6,093,920
Departmental Revenue					
Use of Money and Prop	17,746	-	-	18,000	18,000
State, Fed or Gov't Aid	3,075,713	2,907,799	3,284,359	557,904	3,842,263
Other Revenue	15	-	-	4,800	4,800
Total Revenue	3,093,474	2,907,799	3,284,359	580,704	3,865,063
Operating Transfers In	868,734	829,945	829,945	6,631	836,576
Total Financing Sources	3,962,208	3,737,744	4,114,304	587,335	4,701,639
Fund Balance		1,317,953	1,317,953	74,328	1,392,281
Budgeted Staffing		18.0	18.0	3.0	21.0



2004-05 Budget to Actual Narrative

Salaries and benefits were under budget by \$98,630 due to one position going unfilled and two positions not being filled until the 2nd quarter.

Services and supplies exceeded appropriation by \$143,807 due to unanticipated costs for the implementation of health benefits, increased costs for finger printing, unaccrued expenditures from prior year and increased provider training costs. On January 11th item #53, the department was authorized to increase appropriation by \$86,967. Amount beyond the mid-year modified budget approved January 11, 2005, Item # 53, will be offset with savings from salary and benefits (100 series), other charges (300 series) and transfers (500 series). In June 2005, the department transferred unused appropriation from the 500 series.

Data processing exceeded appropriation by \$3,088 due to actual YTD experience. Amount beyond approved budget was offset with savings from the 500 series. In June 2005, the department transferred unused appropriation from the 500 series.

Other charges exceeded appropriation by \$256,834 due to the ability to cover more providers under health benefits. On January 11th item #53, the department was authorized to increase appropriation by \$289,593, resulting in a savings of \$32,759 to modified budget.

Appropriation savings of \$39,982 in transfers is due to vacancies in Department of Aging and Adult Services (DAAS) Administrative staff providing support for IHSS PA.

Overall, revenues exceeded budget by \$185,675 due to increased federal funding.

Operating transfers in exceed budgeted by \$38,789. This represents the local share for benefits (\$500,000) and administration (\$368,734). The local share will be funded with Social Services Realignment.

Staffing and Program Changes for 2005-06

Salary and Benefit costs will increase \$91,803. This increase is a combination of additional staff, salary steps, retirement, and worker's compensation cost increases. Staffing increased by a net of 3.0 budgeted positions which consists of the following:

- ◆ Added 3.0 PA Clerk II contract positions to address an increased clerical workload associated with processing documents associated with the IHSS providers (Equivalent to Clerk II-range 25).
- ◆ Deleted a vacant budgeted Accounting Technician position and added a PA Fiscal Clerk I (Equivalent to Fiscal Clerk I-range 26). The PA Fiscal Clerk will be responsible for processing fiscal documents for the Public Authority.

Services and Supplies costs will increase \$391,034 due to the following:

- ◆ The Provider Training program. A plan to train 2000 IHSS care-providers using a schedule of 2 training classes per week for up to 20 IHSS each to become certified in CPR and First Aid.
- ◆ Increased expenses due to the full-year operation of the health benefits program, including four quarterly open enrollments, more printing, mailing, and software licensing.
- ◆ Increase costs in professional services for background checks and fingerprinting due to more provider enrollments.

Other charges will increase \$570,593 for medical benefits provided to eligible IHSS service providers in 2005-06. The local share is \$500,000. Total appropriations and revenue budgeted for health care benefits in 2005-06 are \$2,836,000. Federal and state reimbursement will cover approximately \$2,336,000 of total expenditures for health care benefits. The remaining \$500,000 is local share. The local share will be funded with Social Services Realignment.



DEPARTMENT: IHSS Public Authority
 FUND: IHSS Public Authority
 BUDGET UNIT: RHH 498 498

BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1. Salary & Benefits Staff increase due to workload increases, increase in total providers, and training of more than 2000 providers in 2005-06.	3.0	91,803	-	91,803
2. Reduce Services and Supplies Reduction in: publications (\$8,500), noninventorial equipment (\$6,000), rents-structure (\$200), cellular services (\$1,150), Air travel (\$1,000)	-	(16,850)	-	(16,850)
3. Increase Professional & Specialized Services Increase due to increased number of background checks for provider registry.	-	106,033	-	106,033
4. Increase Services and Supplies Increase in: membership fees (\$1,500), electronic equipment & maintenance (\$12,190), computer software (\$16,000), computer hardware (\$11,000), utilities (\$8,750), insurance (\$5,000), risk management (\$3,192), general office expense (\$10,100), advertising (\$2,500), County-Wide Allocation Plan (COWCAP0 (\$12,052), distributed Dp Eqp (\$500), vehicle charges (\$5,500), other travel (\$10,600).	-	98,884	-	98,884
5. Training Increase due to expanding provider/recipient training program.	-	57,000	-	57,000
6. Printing, Packaging and Mailing Services Increase printing due to doubling newsletter to include IHSS recipients and the printing of provider Open Enrollment benefit packages (\$23,000); increase mailing for same (\$36,000).	-	59,000	-	59,000
7. Data Processing Increased FAS transactions.	-	7,000	-	7,000
8. Other Charges Increase in IHSS Provider Payments due to premium payments for provider medical benefits (\$145,000) and respite payments (\$136,000)	-	320,735	-	320,735
** Final Budget Adjustment - Fund Balance Increase in Other Charges of \$39,735 due to a higher fund balance than anticipated.				
9. Increase in Inter-Fund Transfers Overall increase due to additional DAAS Admin support due to available funds through FCSP for provider respite.	-	29,858	-	29,858
10. Increase Federal and State Revenue Increase revenue due to increase in benefits for providers 82% reimbursed from federal and state sources.	-	-	557,904	(557,904)
11. Increased Revenue Based on program history and actuals interest (\$18,000) and net lnr in fair value (\$4,800).	-	-	22,800	(22,800)
12. Increased Revenue Local cost transferred from DPA for increased costs for provider benefits.	-	-	6,631	(6,631)
13. Increase in Reimbursements IHSS Provider Respite Reimbursement.	-	(91,800)	-	(91,800)
Total	3.0	661,663	587,335	74,328

**** Final Budget Adjustments were approved by the Board after the proposed budget was submitted.**

